



# JOB OPPORTUNITY

## Assistant Information Systems Analyst \$3154 - \$4742

### Administration Division

### Financial Management Branch/Financial Systems and Cost Analysis Unit

*The Department of Technology Services has an opening for a permanent, full-time Assistant Information Systems Analyst position. The position is located within the Administration Division, in the Financial Systems and Cost Analysis Unit /Financial Management Services Branch. Location of this position is Sacramento with free parking available.*

#### Essential Functions:

- Audits and validates telecommunication invoices received from various TELCO vendors against the Statewide CALNET contract DTS contracts, purchase orders, Memorandums of Understanding (MOUs), the State Administrative Manual (SAM), and other legal documents (terms and conditions, statements of work, etc.).
- Validates and reconciles the network physical and logical configuration files by researching multiple online information resources.
- Reviews and analyzes monthly telephone company charges for approximately 5,000 circuits; identify and resolve any billing inconsistencies between monthly circuit charges and the network billing system (HWTEL).
- Provides DTS customer agencies with a point of contact responsible for analyzing, tracking and resolving all systemic invoice issues related to CALNET invoicing and/or contractor pricing errors.
- Works with vendors and customer agencies on telecommunications network processes, telecommunications and information systems service, and network designs, in order to assist staff performing technical research or resolving customer service issues.
- Performs functions related to network billing, system maintenance, development and analysis of dedicated resources billing systems.

#### Desirable Qualifications:

- Knowledge of telecommunications systems, network services and design (Frame Relay, ISDN Primary Rate Interface, Basic Rate Interface, Remote Access, and ADN SNA network).
- Understanding of CALNET telecommunications contract, technical service level agreements and services offerings.
- Knowledge of emerging telecommunications technologies.
- Ability to coordinate and facilitate meetings between staff, vendors and management from multiple disciplines to resolve issues.
- Demonstrate critical analytical skills and ability; excellent written and oral communication skills.
- Reliable, punctual, excellent attendance, good judgment and possess effective decision making skills in workload management.

Applications will be accepted only from individuals currently at the **(identify class)** level, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview.

All appointments are subject to SROA/Surplus provisions.

**Final File Date: UNTIL FILLED** Interested applicants must submit a State application to:

**DEPARTMENT OF TECHNOLOGY SERVICES**

**P. O. Box 1810**

**Rancho Cordova, CA 95741-1810**

**Attn: Lillian Ortega-Pineda/RPA # 06-311/GC F3**

**(916) 464-4501**

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It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922**

**THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."**

